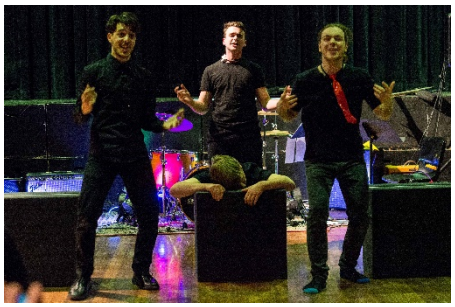
# ASQUITH BOYS HIGH SCHOOL

# 2021

# WELCOME BOOK



*Exceptional Learning Opportunities for Boys*

# WELCOME

## to

## ASQUITH BOYS HIGH SCHOOL

Asquith Boys High School is a dynamic, interactive and highly engaging learning environment that provides outstanding learning opportunities for all of our boys. All of the staff at Asquith Boys High School are passionate, and more importantly experts in boys education and creating amazing learning opportunities on a daily basis.

This booklet explains the main features of our school for new students.

It is important for new students and their parents to have the most accurate information about the school of their choice.

Information about our school is also available:

- in the school's prospectus;
- in copies of the ABHS Newsletter which is issued fortnightly;
- in the Annual School Report;
- in our curriculum and assessment handbooks;
- at meetings of the P&C; and
- on our website: ***www.asquithboy-h.schools.nsw.gov.au***

I know that you will enjoy reading about our school and in your own time. All of the staff at Asquith Boys High School look forward to contributing towards the continuing success of the school and the education of all the boys in the community into becoming fine young men.

Nothing excites us more at Asquith Boys High School then being entrusted with the responsibility of educating your most precious possession – your son. We look forward to welcoming them into our learning community, and pride ourselves on providing them with the best educational and co-curricular opportunities.

***Bryce Grant***
***Principal***

### VALUES OF ASQUITH BOYS HIGH SCHOOL

| Values | Statement of values |
|---|---|
| **1. Personal best** | **1. Achieve your personal best** |
| **2. Courtesy and respect** | **2. Act with courtesy and respect** |
| **3. Safety** | **3. Consider everyone's safety** |
| **4. Pride in appearance** | **4. Take pride in your appearance** |
| **5. Respect for property** | **5. Respect everyone's property** |
| **6. Appropriate behaviour in class and out** | **6. Allow others to learn without interruption** |
| **7. Truth** | **7. Conduct yourself appropriately in school activities** |
| **8. Responsibility** | **8. Be truthful** |
| **9. Celebration of success** | **9. Take responsibility for your mistakes** |
| | **10. Celebrate your success and the success of others** |

# INFORMATION AT A GLANCE

| | |
|---|---|
| **ORIGIN OF OUR NAME** | ASQUITH - former Prime Minister of Great Britain<br>Asquith Boys High School established in 1960 "GROW |
| **MOTTO** | IN WISDOM" |
| **COLO** | Green, white and maroon |
| **COLO** | **Exceptional Learning Opportunities for Boys** |
| **LOCATION OF SCHOOL POSTAL ADDRESS** | Jersey Street, Asquith<br>PO Box 242 HORNSBY 1630<br>Phone: 9477 3508 Fax: 9482 2546<br>asquithboy-h.school@det.nsw.edu.au |
| **EMAI** | **www.asquithboy-h.schools.nsw.gov.au** |
| **TEACHING STAFF** | 48 |
| **STUDENTS** | Approx. 620 |
| **UNIFORM** (see also pages 23) | **All students:** Dark grey belt loop trousers/shorts (no elastic waist, cargo style shorts/trousers are permitted), lace up (black laces only) black leather polishable shoes (not suede, cut below the ankle) with a black sole. If belt is worn it must be black. When ties are worn, top button of collar is to be done up and the shirt is to be tucked in.<br><br>**Juniors:** Green shirt with crest. Bottle green fleece or winter jacket with hood and school crest. Grey socks with school colours, must be worn **pulled up to the knee.**<br>If a cap is worn it must be the school hat. Junior school tie in Winter (Terms 2 and 3).<br><br>**Seniors:** White shirt with crest. Maroon pullover with crest. Maroon blazers compulsory for senior students in winter. **NOTE:** Green Blazer and Prefect tie is compulsory for Prefects and must be worn to and from school all year round. Grey socks with school colours, must be worn **pulled up to the knee**.<br>Senior school tie in Winter (Terms 2 and 3). Lowes |
| **UNIFORM SUPPLIERS** | (Hornsby) |
| **PE/SPORTS UNIFORM** (Wednesdays) | The sports uniform consists of bottle green shorts, and/or school tracksuit, ABHS sports polo top, **s**ports shoes, ABHS white sports socks with two green bands. |
| **TECHNOLOGY SUBJECTS** | Aprons are supplied in rooms. As per WHS requirements ALL students are required to wear Black Leather Shoes (NO Sports Shoes). |
| **PARENT ORGANISATION** | Parents and Citizens Association |
| **STUDENT ORGANISATION** | Student Representative Council (SRC) and Prefects |
| **DEPARTMENT OF EDUCATION** | Metropolitan North Operational Directorate, Hornsby<br>Network Ph: 9986 7000 |
| **SCHOOL CONTRIBUTIONS** | Total school contribution and subject contributions vary depending on year and number of practical subjects. See Contribution Schedule page 27 & 28.<br>Contributions are set and reviewed annually by the Finance Committee. |
| **TEACHING PERIODS** | Five periods of 64 minutes on Monday, Thursday and Friday.<br>Four periods of 64 minutes and one Literacy & Numeracy lesson of 32 minutes on Tuesday.<br>Two periods of 64 minutes and one Literacy & Numeracy lesson of 32 minutes on Wednesday (Sports Day) |
| **STARTING TIME** | 8.40 am |
| **RECESS** | 10.48 - 11.08 am |
| **LUNCH** | 1.16 – 1.50 pm (earlier on Tuesdays and Wednesdays) |
| **END OF DAY** | 2.54 pm Monday, Thursday and Friday<br>2.22pm Tuesdays<br>End of sport approx. 2.20pm Wednesdays |

# WHO IS WHO IN OUR SCHOOL COMMUNITY

## PRINCIPAL

Mr Bryce Grant

## DEPUTY PRINCIPAL

Mr Michael Hoereau (Years 7, 9 and 11)
Ms Catherine Holder (Years 8, 10 and 12)

## SCHOOL ADMINISTRATIVE MANAGER

Mrs K Ronald

## EXECUTIVE

Mr R Bolger – HT Admin/PDHPE
Ms A Cufre-Sadnick – HT HSIE
Ms K Howe – HT English
Mr C Philip – HT TAS
Mr S Robertson – HT Science
Ms L Robson – HT CAPA
Mr K Shead – HT Mathematics
Ms E Connolly – HT Teaching and Engagement

## YEAR ADVISERS 2020

Mr Luke Hughes – Year 7
Mr Rowan Bonser – Year 8
Mr Sam Newton – Year 9
Ms Alison Gowthorp – Year 10
Mr Tom Melrose – Year 11
Mr Chris Broome – Year 12

## P&C President

Ms Dawn Kilkelly

# SCHOOL PERSONNEL

**PRINCIPAL**
Mr Bryce Grant

**DEPUTY PRINCIPAL**
Mr Michael Hoareau
Ms Catherine Holder

**HEAD TEACHER ADMINISTRATION**
Mr R Bolger

**ADMINISTRATION STAFF**
Mrs K Ronald (SAM)
Mrs I Beckerleg, Ms M Gibson, Ms V Machon, Mrs P Noulton, Mrs D Seifert, Ms L Simms, Ms B Wiercinski

**CANTEEN**
Mrs D Booth (Manager)
Ms M Kuilder (Assistant)

**CAREERS**
Mr C Broome (Year 12 Year Adviser)

**CLEANER - SENIOR**
Mrs N Marfleet

**COMPUTING STUDIES**
Mr M Kanny

**COUNSELLOR**
Ms L Clarke
Mrs D Wakelin

**CREATIVE ARTS**
Ms L Robson (Head Teacher)
Ms C Cooke

**CURRICULUM COORDINATOR**
Mr Michael Hoareau

**DRAMA**
Ms A Gowthorp (Year 10 Adviser)

**ENGLISH**
Ms K Howe (Head Teacher)
Ms E Connolly, Ms C Hills, Ms R Kelly, Mr T Melrose (Year 11 Adviser), Ms K Wingrave, Ms E Young
Ms R Lee (EAL/D)

**GENERAL ASSISTANT**
Mr S Sanders

**HSIE**
Ms A Cufre-Sadnick (Head Teacher)
Mr M Campbell, Ms L Foster, Mr J Kitto, Mr C Laing, Ms R Parker, Mr K Timmins, Mr B Steel

**LIBRARIAN**
Ms H Hamilton
Ms A Gowthorp

**LOTE**
Ms J Lorrae

**MATHEMATICS**
Mr K Shead (Head Teacher)
Mr A Berakhi, Mr J French (Prefect Adviser)
Mr B Kemister, Mrs R Laffer, Mr J Smith

**MUSIC**
Mr S Newton (Year 9 Adviser)

**PDHPE**
Mr R Bolger (Head Teacher)
Mr G Corbitt (Recreational Sport), Mr D Jones (Grade Sport), Mr G Crozier

**SCIENCE**
Mr S Robertson (Head Teacher)
Mr R Bonser (Year 8 Adviser), Ms Y Chen, Mr G Crozier, Mr M Murphy, Ms A Phan, Ms E Schwebel
Mrs J Polson (Science Assistant)

**SRE – SPECIAL RELIGIOUS EDUCATION**
TBA

**STUDENT WELFARE OFFICER**
Ms C Sweeney

**SUPPORT**
TBC
Ms R Lee (EAL/D)

**LEARNING SUPPORT Staff**
Ms C Barlow, Ms C Batey, Ms I Michas, Mr T Dandie, Mr L Stone, Mr K Waters

**TAS**
Mr C Philip (Head Teacher)
Ms S Adam, Ms K Bird, Mr M Blackwood, Mr l Hughes (D of Ed and Year 7 Adviser), Mr M McGowan
Mrs K Booth (Kitchen Assistant)

**TEACHING AND ENGAGEMENT**
Ms E Connolly (Head Teacher)

# GETTING HELP

There are many members of staff who can guide students when they are in difficulty. More information about some of the people and programs listed can be found in the "A to Z" section of this booklet.

**THE PRINCIPAL** supervises all staff, students and activities and is available to discuss problems with parents and students. Appointments with the Principal should be made through the Reception office via email or by telephone on 9477 3508.

**THE DEPUTY PRINCIPAL** is concerned with welfare, discipline and daily school organisation. Appointments with a Deputy Principal should be made through the Reception office via telephone on 9477 3508.

**HEAD TEACHER ADMINISTRATION** is concerned with the daily school organisation and attendance monitoring.

**CURRICULUM COORDINATOR** is responsible for coordinating the subject selection process and ensuring NESA requirements are met for the RoSA and Higher School Certificate.

**HEAD TEACHERS** Each subject faculty e.g. English, Mathematics, etc. is under the direct supervision of a Head Teacher (see list on page 3) who organises the work of his/her faculty. For information or help about particular subjects, students or parents may contact the Head Teacher of a particular faculty.

**YEAR ADVISERS** Each Year is supported by a Year Adviser who is a full-time teacher responsible for looking after the interest of the students in that year. Students and parents are free to seek the help of the Year Adviser, and they should be your first point of contact. Year Advisers are listed on page 3.

**SCHOOL COUNSELLOR** assists students who may be facing behavioural, social or academic difficulties. The school counsellor is based in the school and appointments may be made through Reception.

**CAREERS ADVISER** is experienced in vocational guidance and assists students in seeking suitable career opportunities. The Careers Adviser is available for interview by appointment.

**SPORTS COORDINATORS** (One teacher for grade sport and another for recreation sport) will answer all questions or concerns about sport.

**SUPPORT TEACHER (LEARNING)** is available on at least four days and will help students who are assessed as requiring additional assistance.

**ENGLISH AS AN ADDITIONAL LANGUAGE OR DIALECT (EAL/D) TEACHER** is available to assist students for whom English is their second language including International students.

**TEACHERS** are available for help with regard to any difficulty in their particular subjects.

**SCHOOL ADMINISTRATION STAFF** are available to parents and students for general information and for making arrangements for interviews with particular members of staff. Mrs Karen Ronald is the School Administration Manager and the Administration staff duties include: Attendance, Cash Register, Enrolments and Leavers, Finance, General Assistant, Kitchen Assistant, Library Assistant, Newsletter Publication, Print Room, Reception, School Promotions, School Reports, Science Assistant, Word Processing. Cleaning staff are employed by Spotless Services.

**STUDENT WELFARE OFFICER** assists individual students requiring additional welfare support.

**STUDENT LEARNING SUPPORT STAFF** work in the school to support students with learning difficulties and are supervised by the Learning Support Team.

**PEER MEDIATORS** are students trained to mediate between students in dispute.

**TRANSITION LEADERS** are students from Year 10 who are especially trained and allocated to a group of Year 7 students each year. They will assist Year 7 in the Numeracy/Literacy program as well as at the Year 7 camp. Training occurs in Term 4.

**PREFECTS** are Year 11 and 12 students elected to help the students, assist with the smooth running of the school and to give the student body leadership in the development of a good school spirit and being excellent role models for all students. Prefects can help Year 7 students by giving information and assistance.

# STUDENT CODE OF CONDUCT

As a student of Asquith Boys High School, you have certain responsibilities and rights. The emphasis in this Student Code of Conduct is on positive behaviour. Breaking our Code will result in consequences.

You have the following responsibilities:

**1. Respect people and belongings**

- Address all teachers, visitors and students politely. Listen to and follow the instructions of all staff and prefects.
- Respect your learning time and that of others.
- Use appropriate language, and "keep it clean".
- Treat all people with the respect that they deserve, regardless of colour, ethnic origin, gender, religion and any difference or disability.
- Coercing money from others will not be tolerated.
- Treat people as you wish to be treated – behave in a way that does not tease, intimidate, taunt, victimise, name-call or bully - directly or indirectly, online or via mobile phone.
- Camera use is permitted when authorised by a teacher.
- Look after the school; take care of the buildings, furniture, books, equipment and grounds.
- When using the school's computer network follow teacher's instructions and complete your school work. Loading of software from home, connecting to any inappropriate websites and engaging in cyber bullying will not be tolerated.
- Keep everything clean and tidy.
- Label your belongings, and leave valuable items at home. Stealing will not be tolerated.
- Mobile phones may be brought to school if necessary, but they must be switched off when in class or participating in a school activity.
- The security of any valuables or electronics is the responsibility of the owner, not the school.

**2. Act Safely**

- Comply with all Occupational Health and Safety regulations, safety signs and guidelines.
- Reserve physical activities, like running ball games, for the appropriate places in the school.
- Resolve any conflict in a non-violent and non-confrontational manner.
- Behave in a manner that will not cause injury to others.
- Leave all dangerous and harmful items at home including aerosol cans, alcohol, cigarettes, lighters, matches, weapons and potential weapons, skateboards and scooters.
- There is no place in the school for illegal drugs and they will not be tolerated. Bringing drugs (except those prescribed to a particular student for his use only) or any form of weapon to school will result in suspension and police involvement.
- Drive safely; taking no risks that may affect the health and safety of anyone.
- Use the bins provided for waste. Litter is not only visually offensive, but causes environmental damage, and threatens health and safety by attracting vermin.
- Eat at times and in places set aside for that purpose.

**3. Be reliable**

- Be in the right place at the right time. Attend school on all school days. Be prompt to all lessons. Only leave school grounds when dismissed.
- Provide written explanation from a parent or guardian for absences, and catch up on all missed work.
- Use your timetable to ensure that you bring all the equipment that you need for each day's work, including money and food.

**4. Participate**

- Make the most of the opportunities available at Asquith Boys High School.
- Join in school activities inside and outside of class.
- Be focused and on-task in class.
- Try to do your best at everything that is required of you at school.

**5. Show Integrity**

- Respect truth, and take responsibility for your mistakes.
- Be honest in all situations.
- Accept the consequences of your actions with dignity.
- Take pride in your personal appearance.
- Be well groomed, and observe accepted standards of social behaviour and personal hygiene.
- Wear the uniform correctly.
- Behave in a way that brings credit to the school.
- Consider the rights of other people when you are outside the school.
- Show courtesy on public transport, and give up your seat to any fare-paying passenger.

***Revised 2011***

# What To Do and Who To See If You…

| | |
|---|---|
| … are ill | Report to Reception in the Administration block with a note from your teacher. |
| … are late | Report to the Print Room and collect a late slip. Bring a note explaining your lateness on the next school day as it counts as partial absence on the roll or explain lateness via Parent Portal. |
| … need to leave school early | Bring a note from your parent / caregiver, have it signed by the Deputy Principal, and take it to the Rolls office to collect a swipe slip. Show the slip to the teacher of the class when it is time to leave. |
| … are out of uniform | Bring a note of explanation from home. Go to the Print Room before assembly. The teacher in charge will give you a uniform slip. Carry it with you. If you do not have a note from home, you still get a slip from the Print Room, but your name is recorded and this will contribute to placement on the No Go list. During the day, uniform slips can be obtained from the Print Room or Reception. |
| … arrive at school wet | Report to the Deputy Principal who may either provide you with dry clothing from the clothing pool or arrange for you to go home to get dry clothing. |
| … wish to change subjects | See Curriculum Coordinator, Mr Hoareau. You must have a letter from your parent/guardian requesting the change of subject. |
| … wish to drive to school | See the Deputy Principal and collect a driver's permission note which must be signed by your parents and returned to the Deputy Principal. Any passengers also need a permission note. |
| … are having problems and want to talk about them | See your Year Adviser or make an appointment with Reception to see the School Counsellor. |
| … have lost some property | Go to the Print Room or Reception. |
| … have been absent | If parents respond to the **SENTRAL Parent Portal notification** correctly a note is not required the following day. (If parents only phone the school a note is still required). Notes should have your name and class clearly printed on them, placed in the Absentee Box at the Attendance Desk in the Print Room. |
| … need to obtain a train or bus pass | Go to the opal card website and apply online. apps.transport.nsw.gov.au/ssts |
| … lose your timetable | See Reception. A replacement timetable costs 20c. |
| … are being bullied | See your Year Adviser or the Deputy Principal. |
| … find that it is raining at recess or lunchtime | Wet weather will be indicated by 3 bells. Wet weather rooms are 5 and 6 (Mathematics), 18 (HSIE), 20 and 24 (English) and Palm Court (Seniors). The Library is open for all students. |
| … want to talk to the Deputy Principal or Principal | Go to the office out of class time to make an appointment. If your parent or carer wants to make an appointment, they can ring the school office on 9477 3508. |
| … need to change personal details – address, phone, etc | Go to Reception and collect 'Change of Details' form. Complete and return to reception ASAP. Parents can also email the school. Changes will be added to your orange card, the school data base and with NESA. |
| … want to pay fees or for an excursion | Money can be paid at Reception/ Cashier before school, recess and lunch, or using the Parent Online Payment (POP) tab on the school website. |
| … miss the sport bus | Go to 'Non-Sport' room, where you will remain until your dismissal at 3.05pm. You will **not** be permitted to leave at 2.20pm. |
| … need First Aid | Report to Reception in the Administration Block. Do not ring a parent, carer or friend to pick you up from school if you are not well; staff will assess your condition and decide on the best course of action. |
| … lose your ID card | See Mrs Laffer who will arrange another card for you. A charge of $5 for the new card will apply. |

# ASQUITH BOYS HIGH SCHOOL CURRICULUM STRUCTURE

**YEARS 7 and 8 (Stage 4)**

## Year 7

All students study a set range of subjects as required or approved by NESA (New South Wales Education Standards Authority) and the Department of Education. These are: English, Mathematics, Science, History, Geography, Languages, Mandatory Technology, Library, Literacy, Music, PDHPE, Visual Arts, SRE (Special Religious Education) (optional) and Drama. Technical classes have a maximum of 20 students. Some subjects are 'semesterised', partly to reduce the number of teachers and lesson changes faced by each student. There is an enrichment class for higher ability students. Other classes are mixed ability with class composition carefully organised in consultation with Year 6 teachers.

## Year 8

Subjects studied are the same as in Year 7 with the exception of Language and Drama, which are studied as electives. Mathematics classes are graded whilst other classes are mixed ability. Technical classes have a maximum of 20 students. Some subjects in Year 8 are 'semesterised', partly to reduce the number of teachers and lesson changes faced by each student. Four hours in every two-week cycle is spent in studying elective courses. The elective courses currently offered are Music, Languages (TBC), Drama, Horticulture, Photographic Digital Media and Creative Technology Design.

**YEARS 9 and 10 (Stage 5)**

*A small number of students are able to accelerate in selected subjects*

## Year 9 and 10 CORE

All students study English, Mathematics and Science, PDHPE, History and Geography.

English, Mathematics, Science, History and Geography classes are graded.

## Years 9 and 10 ELECTIVES

Students study their electives in a series of semester (6 months) courses. This elective system considers Years 9 and 10 as one group of students.

There are courses offered in the following Stage 5 subjects: Elective History, Elective Geography, Commerce, Visual Arts, Music, Drama, Physical Activity and Sports Studies, Food Technology, Language Tasters (French and German), Information and Software Technology, Photographic Digital Media, Timber, Engineering, Building and Construction, VET Manufacturing (Pathways), Metal, Art Metal, Ceramics and Textiles Technology.
The school also offers 2 interest elective subjects: Film Studies and Philosophy. These do not appear on the ROSA.

**YEARS 11 and 12 (Stage 6)**

It is possible to study the HSC for a period of up to five years as a part-time student

## Year 11

There are many subjects available for study in Years 11 and 12, English (all courses), Mathematics (all courses), Biology, Chemistry, Investigating Science, Physics, Geography, Economics, Business Studies, History Ancient and Modern, Work Studies, Japanese Beginners, Chinese and Literature, Music 1 and 2, Drama, Visual Arts, Information Processing Technology, PDHPE, Sport, Lifestyle and Recreational Studies (SLR), Design & Technology, Food Technology, Hospitality, Industrial Technology Timber, Engineering Studies and Construction (These may vary slightly each year as determined by student subject choices). Students must study a minimum of 12 units of approved studies in Year 11.

## Year 12 - HSC

The HSC courses begin in Term 4 of Year 11. Students are able to drop one or two of the subjects they studied in Year 11 but they must study a minimum of 10 units of approved studies in Year 12 for their HSC. In addition, students are able to pick up additional Extension Units in English, Mathematics, Music or History.

## Years 11 and 12

Students must satisfy the Year 11 requirements to proceed into Year 12.

TAFE courses are conducted on Tuesday afternoons from 2pm – 6pm.
Please note: It is possible that students may have timetable clashes of a school subject(s) and TAFE on Tuesdays in Period 5.

# AN "A" TO "Z" GUIDE

## ABHS NEWSLETTER

The ABHS Newsletter is currently produced fortnightly and is published via the SENTRAL Parent Portal and the school website:
www.asquithboy-h.schools.nsw.gov.au.

It is important for parents to read the newsletters as they provide advance notice about many school events and tells of events that have taken place.

## ANTI-BULLYING

It is a priority of the school that every student has the right to a safe, secure and happy school environment. Any disputes between students need to be resolved with care and maturity. **The students at our school know that any instance of bullying can result in significant consequences**. All students and staff keep a close, helpful eye on the younger students. Parents should report any concerns, which may include intimidatory behaviour of any kind. All reported instances will be investigated. Relatively minor disputes are handled by trained peer mediation students.

## ASSEMBLIES

Whole school assemblies are held on the quad on Wednesday mornings when required and include a uniform check and roll call.
Year Assemblies are held Tuesday or Wednesday morning during the Literacy/Numeracy period.
Formal assemblies are usually held once a month in the hall as advertised on the school calendar. These assemblies are chaired by captains and prefects and stress student participation and presentations.

## ATHLETICS CARNIVAL

This is held each year in Term 2. This is an outcome on the PDHPE report so effort as well as achievement is most important. All the traditional athletics events are programmed, with ample opportunity for students to be actively participating.

## ATTENDANCE OF STUDENTS

**There ARE rules for minimum attendance**, which are strictly implemented by this school. These rules affect the award of the Higher School Certificate.

The school has an automated system to notify parents when their son is absent from school. Notification is through the **SENTRAL Parent Portal**. This will occur at approximately 10.30am each day. Parents are required to respond and state the reason why their son is absent and the expected date of return. The Attendance Officer or a member of the office staff will read the reply to verify its authenticity. If parents respond to this **automated system** correctly, a note is not required the following day.

(If parents only phone the school directly, a note is still required).

After 10am each day, daily information is available to teachers on a printed report. This allows staff to check the attendance of students throughout the day.

Every 6 weeks the school will notify parents of unexplained absences by giving students a letter to take home. **Unexplained absences appear on each semester's report.** The Department requires that absences are explained within 7 days, otherwise they remain unexplained.

If your son/ward is absent for 5 or more days the Principal should be notified by the parent/guardian

**Senior students whose work is suffering because they are absent without explanation may be required to show cause why their enrolment at Asquith Boys High School should not be terminated.**

## BELL TIMES

| Monday | Tuesday | Wednesday | Thursday & Friday |
|---|---|---|---|
| • 8.40 (Period 1) | • 8.50 (Period 1) | • 8.40 (Period 1) | • 8.40 (Period 1) |
| • 9.44 (Period 2) | • 9.44 (Period 2) | • 9.44 (Period 2) | • 9.44 (Period 2) |
| • 10.48 (Recess) | • 10.48 (Recess) | • 10.48 (Recess) | • 10.48 (Recess) |
| • 11.08 (Period 3) | • 11.08 (Lit/Num) | • 11.08 (Lit/Num) | • 11.08 (Period 3) |
| • 12.12 (Period 4) | • 11.40 (Period 4) | • 11.40 (Lunch) | • 12.12 (Period 4) |
| • 13.16 (Lunch) | • 12.44 (Lunch) | • 12.20 (Sport) | • 13.16 (Lunch) |
| • 13.50 (Period 5) | • 13.18 (Period 5) | • 14.20 (End of day) | • 13.50 (Period 5) |
| • 14.54 (End of day) | • 14.22 (End of day) | | • 14.54 (End of day) |

Variations occur on Formal Assembly days. Bell times are subject to variation from time to time. *(Also see TIMETABLE)*

## BICYCLES

Students are permitted to ride bicycles to school as long as they leave them in the bike racks in the fenced off area near the administration block. Bikes should be securely locked with a chain and padlock. However, the school cannot provide an absolute guarantee of the security of bikes. **Skateboards and scooters are not allowed** as a method of transport to and from school, and should not be brought to school. **Boys riding bikes must wear helmets.**

## BOOK PACKS

These are made up for students in Year 7 and are sold through Administration. They include all student books plus stationery (except textbooks) and are available at Orientation Day.

## BREAKFAST CLUB

Breakfast Club runs everyday, from 8.15am outside the school hall. It provides a nutritious start to the day for our boys. It is staffed by teachers and parent volunteers and is provided free of charge. The boys can have toast, fruit and juice.

If you have some time to spare and would like to assist with supervising Breakfast Club please contact the student Welfare Officer, Collen Sweeney at colleen.sweeney2@det.nsw.edu.au. All boys are welcome to attend Breakfast Club.

## BRING YOUR OWN DEVICE (BYOD) PROGRAM

All Students are encouraged to bring approved computer devices to school to develop computer/research skills and to enhance their learning opportunities, however students in the Enrichment classes must bring their own device.

Technology has become an integral and ever-increasing component of every student's learning. This was highlighted earlier in 2020 with schools moving away from the classroom, to online teaching for an extended period.

Prior to bringing a device to school, students and parents/caregivers are required to sign a User Charter (available on the school website) that sets out how the device can be used at school.

**Rights and responsibilities:** All students have the right to bring approved devices to school. They have a responsibility to use these devices appropriately and to follow all teacher instructions regarding the use of these devices in class.

## CALENDAR

It is very important for parents to keep in touch with all school events. The school calendar is accessible via the school website and it includes school events, P&C meetings and community functions etc. The SENTRAL Homework Calendar is accessible for parents via the website.

## CANTEEN

The canteen is managed and operated by the school. To operate successfully, the canteen needs the voluntary support of parents and friends of the school. **Parents are encouraged to donate a day's work in the canteen per month.** Apart from helping the school, this is an invaluable way of keeping in touch with school happenings. If you are able to help, please contact the canteen on the school's phone number 9477 3508.
Food can be pre-ordered and pre-paid. See details regarding the Canteen Menu, ordering and prepayment options on our website.

## CAREERS

The Careers program at our school consists of these major areas:

a) A number of career related seminar/activities are organised to enable students to make informed decisions about school and post-school options. These include the Western Sydney HSC and Careers Expo Day, Traineeship and Apprenticeship Expos.

b) Work Experience - all Year 10 students are encouraged to participate in one week of Work Experience with employers of their choice. Assistance in finding placements is available but students are encouraged to arrange their own placements where possible. Insurance cover in case of an accident is provided by the Department of Education. Some students in Years 9, 10 and 11 are able to undertake extra work experience at the discretion of the Principal and careers teacher.

c) Interviews are available with each Year 12 student to assist with decision making, to provide information about tertiary courses and careers and to assist with job and tertiary course applications. Students from all other years also have access to the career teacher's assistance.

d) A wide range of opportunities are provided for students to increase their knowledge about careers, careers pathways and vocational training. These include participation in various Stage 5 VET courses, Links to Learning Program, Career and Industry Expos and the School to Work Program. Barista training and practice is provided for selected students with a student run café held on a weekly basis.

e) Students in Years 11 and 12 are able to undertake courses at TAFE and External providers as part of their HSC. School based Traineeships and Apprenticeships are also available.

## CHANGING SUBJECTS

After classes are established students may not be allowed to change electives unless they have parental permission. Any changes must be approved by the Head Teachers of the subjects concerned and will only be possible if there is room in the new class. All changes must be approved by the Curriculum Coordinator before the change can be effected. Failure to follow these procedures may render a student ineligible for the RoSA or HSC.

## COMMUNICATIONS TO PARENTS

The ABHS fortnightly Newsletter is a major source of communication to parents. Other forms of communication are in reports (see Reports), calendar (see Calendar), SENTRAL Parent Portal and updates on student progress which can be requested by parents.

Excursion information (see Excursions) is provided on a standard form and via the SENTRAL Parent Portal. Information about important events is also displayed on the Noticeboard adjacent to the Peats Ferry Rd entrance to the school and on our website.

## COMMUNICATION TO STUDENTS

The main way, in which students find out about coming events, changes to routine etc are as follows:

- morning assemblies, roll call
- year assemblies
- sports notices in Block E and the Canteen
- other noticeboards throughout the school grounds

## COMPUTERS

Computers have become an integral part of modern life. Schools have the responsibility to provide students with access to a range of computing hardware and software to prepare them for a life using computers and also to assist them with their education.

- All students are invited to bring approved computer devices from home with written approval from parents. Year 7 are expected to bring their own device.
- Interactive white boards are in every in classroom.
- We have a video conferencing system to allow staff and students to communicate with other schools and guest lecturers from around the world.
- We provide 3 general purpose computer labs containing 25 computers each for student use in a range of subject.
- We have special purpose labs for the Computing, TAS and Creative Arts faculties.
- We have mobile trollies with Notebooks in in all faculties.
- All computers at the school contain a wide range of Microsoft and Adobe software.
- ICT is integrated into all curriculum areas. (See also LIBRARY and INTERNET POLICY)

## COUNSELLOR

The Counsellor is based in the school. The Counsellor's role is to assist students who may be facing behaviour, social or academic difficulties. The Counsellor also assists staff to develop and implement welfare policies within the school. Parents and students are welcome to contact the Counsellor through Reception.

## CROSS COUNTRY

The school's cross-country competition is held in Term 1. Entry is compulsory for ALL Years. High place getters can progress to the zone cross-country and beyond. This is an outcome on the PDHPE report.

## CURRICULUM

See page 8 for the outline of the Curriculum at ABHS

## DEBATING

We offer boys intra- and inter-school debating. Boys should register their interest with the Debating Coordinator (English), by the third week of Term 1.

Opportunities to develop debating skills will be available through intra- and inter-school debating programs that include debating challenges, workshops and inter-school debates.

Debating is a fun and challenging activity. It provides students with an opportunity to develop valuable public speaking skills as well as a chance to engage with significant social and cultural issues that are present contemporary Australian society.

Registration forms and all enquiries should be directed to the Head Teacher - English.

## DETENTION

Students who cannot follow the *Code of Conduct* may be placed on faculty detention or school detention. Arrangements for faculty detention will be advised by the faculty. School detentions are held after school on Tuesday afternoon from 2.20pm until 3.15pm. A student who is placed on detention will be given written notification at least 24 hours in advance of the detention. Students on detention will go to Room 6, where supervision will be provided by a member of staff. Failure to attend detention when it is given will automatically lead to the student being placed in non-sport for the following day and possible further consequences.

## DRUG EDUCATION

Drug education is an integral part of the PDHPE program. It includes factual information, attitude clarification and skills development. It addresses the use and abuse of legal and illegal drugs with an emphasis on smoking in Year 7, types of drugs in Year 8, alcohol in Year 9 and risk taking behaviour associated with drug use in Year 10. The course includes strategies for dealing with the peer and media pressure to experiment with drug use and the programs are delivered by teachers trained in drug education. Year 11 students complete the mandatory PDHPE 25-hour Crossroads course, which includes many of the same issues. The school also involves outside speakers and agencies in the drug education program.

## DRUGS

Within the broad school context (including travelling to and from school), students are prohibited from:

- smoking tobacco, having in their possession tobacco-related products including lighters, matches etc.
- consuming alcoholic beverages or having such beverages in their possession,
- using illegal drugs, having such drugs in their possession or selling/distributing such drugs,
- using prescribed drugs inappropriately, or selling/distributing prescribed drugs,
- possessing any drug related objects

If any of the above rules are breached the following action will be taken:

- parents/caregivers will be informed,
- disciplinary action will be taken, including suspension/expulsion from school where appropriate
- banned items will be confiscated, or passed on to the police if illegal,
- in the case of illegal drugs the police will be informed.

## DUKE OF EDINBURGH

This internationally recognised scheme is a demanding yet invaluable experience for students to undertake, and it fosters resilience, independence, problem-solving skills and leadership. It is founded on four core areas of physical recreation, skill acquisition, community service and adventurous expeditions.

Asquith Boys makes the most of its ideal location by utilising the wonderful resources that are so close to the school for expeditions such as The Great North Walk. We also travel to some other fantastic locations such as The Six Foot Track and Grose Valley in the Blue Mountains.

The Duke of Edinburgh award has been running successfully at Asquith Boys since 2004 and we currently have students registered across Bronze and Silver levels with some students choosing to progress to the more challenging Gold level.

For students who have undertaken the award, their broadened skill set and commitment to community service has increased their employability, particularly with many employers now recognising the value of the program by becoming "Duke of Ed Employers".

## EMAIL

The school's email address is:

asquithboy-h.school@det.nsw.edu.au

Parents may contact the school, including sending in notes explaining absences, by email.

## EMERGENCY EVACUATION and LOCKDOWN

When the alarm sounds – **continuous bell or whistle**:

1. Stop working and put down your tools
2. Turn off all appliances
3. Close windows if it is safe / if you have time
4. The teacher will direct the students to the nearest safe exit.
5. **WALK** to the door and leave the room
6. **LEAVE ALL BELONGINGS IN THE ROOM** – Do not take your bag or other property with you
7. **WALK** down the corridor to the nearest exit from the building
8. Be alert to the instructions of staff.
9. **ASSEMBLE** at designated evacuation area in your roll class (sitting down if the ground is dry). Signs will be placed on the oval to tell you where to sit.
10. The teacher is to be the last out of the classroom, locking the door behind him/her.
11. The teacher working in the room nearest to the floor warden will collect the warden's class with theirs and escort both to the oval.
12. The floor wardens will check every room and lock any open doors after checking whether there are still any people inside. They will then report that their area is clear to the Principal on the oval.
13. When their roll call class is seated on the oval and the roll marked, each teacher will report to the year advisor responsible for their year group. Year advisers will then report to the Chief Fire Warden who will be wearing an orange vest. When everyone has reported in, the Chief Fire Warden will report to the Principal that the school is clear. The names of any persons missing during roll call (both teachers and students) will be reported to the emergency service personnel in attendance.

**LOCKDOWN PROCEDURES**

When the alarm rings in 6 short rings followed by a break; this is a LOCKDOWN.

1. The term "lockdown" is used when all staff and students are required to stay inside classrooms and buildings. Windows and doors should be locked.
2. A lockdown will usually occur where there is an intruder in the school, or where a serious incident has occurred outside of the school from which people need to be kept away.
3. If it is impossible to ring the bell, the same pattern will be heard on a whistle or through the megaphone.
4. The cessation of the lockdown will be a short repeat of the bell / whistle / megaphone pattern.

**LOCKOUT PROCEDURES**

When the alarm rings in 2 short rings followed by a break and the pattern is repeated; this is a LOCKOUT.

1. Follow the instructions as if it is Lockdown
2. Always follow teacher instructions

## EAL/D (ENGLISH AS AN ADDITIONAL LANGUAGE OR DIALECT)

Asquith Boys High School offers a full-time teacher to provide tuition and support to students whose home language is a language or dialect other than English (EAL/D). This support is given within their regular classes and as well as during withdrawal lessons. Students are helped to improve their use of English in all areas of the curriculum, not just in the subject area of English. EAL/D students in Years 7 and 8 are included in the peer tutoring program. The EAL/D resource room is open from 8am four mornings a week to provide assistance with homework and assessment tasks. Students are also welcome to seek advice during lunchtime.

The school employs an International Students Coordinator to assist the international students.

The EAL/D courses are taught in the school during Year 11 and Year 12.

## EXAMINATIONS

Testing is an important part of the assessment of students at Asquith Boys High School. Students in Years 7, 8, and 9 complete tests and examinations in class time for their first and second semester reports. Other aspects of their work, such as practical work are also taken into account in these reports. Students in Year 10 also complete class examinations as well as formal timetabled examinations. Year 11 students sit for their Half Yearly Examinations in Term 2 and their final Year 11 examinations in Term 3. HSC students may undertake mid-course examinations in Term 1, Trial HSC Examination in August and the HSC examination in Term3. A complete assessment policy, detailing rules for assessment tasks, is available for students in Years 10-12.

## EXCURSIONS

There are a number of excursions scheduled throughout the year. They may vary from half a day to a week in length. Standard information and permission notes are sent home and uploaded to the SENTRAl Parent Portal for each excursion. The longer and more costly excursions are clearly marked on the school calendar, enabling students and parents ample time to prepare.

The longer excursions usually include the Year 7 camp and the Year 10 Snowy trip. Excursions are an integral part of the school curriculum in a range of subjects.

## GAMES CLUB

Games club is held every Monday and Friday at lunch time in Room 1 and is open to all boys. Bring your lunch and come and make some new friends. We have loads of games to play whether you are up for a Chess challenge, Connect Four contest, Guess Who, Twister or Uno the choice is yours. Games Club is run and supervised by the Student Welfare Officer.

## GYMNASIUM

A gymnasium has been established in E Block and is used for PDHPE classes, PASS and SLR elective classes, training and staff exercise classes. The gymnasium is only available to students in Years 9-12.

## OUTDOOR FITNESS CENTRE

An Outdoor Fitness and Activities Centre – an Outdoor Gymnasium - has been constructed with the majority of work done by teachers and students from our school. This Centre is located on the far side of the oval adjacent to the large water tanks. It is only to be used under class teacher supervision or as a training area by sporting coaches. It is out of bounds at all other times.

## HOME SCHOOL LIAISON OFFICER

Students with a specified number of unexplained absences or with an unsatisfactory pattern of attendance may be referred to the Home School Liaison Officer (HSLO). The officer is a full-time officer employed by the Department of Education who makes weekly visits to schools to monitor attendance and to liaise between home and school where necessary.

## HOMEWORK

The purpose of homework is to reinforce and consolidate work covered in class and/or to prepare for work which will be taught in future classes. It is also another means of reinforcing the work ethic and self-discipline in our students. Homework must be meaningful, relevant and related to the student's need and level of ability. Homework should not be so extensive as to interfere with the student's family time.

Homework is set for each subject at least once per cycle. Students should spend the following minimum time in the completion of set tasks and study.

- Year 7 - minimum of one hour per night
- Year 8 - minimum of 1½ hours per night
- Year 9 and 10 - minimum of 2 hours per night
- Year 11 and 12 - minimum of 2½ hours per night

In addition to homework, all students are expected to spend some time each night studying. All students are encouraged to spend at least 20 minutes reading.

**Recording of homework**

Students should be expected to develop good habits in homework, home study and in planning their use of time. Student Organisers are an essential part of this process and should be used for the recording of homework. This use of student organisers should also become part of the teacher's routine in the setting of homework.

If homework is not consistently completed, the student's name is placed on the welfare data base and parents notified.

The aim of the above process is to ensure consistency of penalties for failure to complete homework.

Parents are sometimes best advised NOT to ask their sons the general question: “Don't you have any homework to do?" Students will often give a host of reasons why they seemingly have no schoolwork to do at home. They will ALWAYS have homework, even if it is a longer-term assignment or revision for a forthcoming test. If you have doubts, contact the class teacher or head teacher for the subject and check what homework is due. If necessary, then remind your son that you are in contact with the school.

There is a link to each year’s *SENTRAL Assessment Calendar on the school web*site which parents and students can access from home.

## HOUSE COMPETITION

The School House competition is where the Houses compete for the "Champion House Cup" which was instituted in 2005. The aim is to encourage participation and school spirit.

The four traditional houses are all named after native trees in keeping with the school's crest and motto "Grow in Wisdom" and are organised alphabetically.

**Cooba (Red)** ***A – D***
**Kurrajong (Green)** ***E – L***
**Myall (Yellow)** ***M – R***
**Wandoo (Blue)** ***S – Z***

The House competition extends into all areas of the school including participation and achievements in competitions such as Australian Mathematics and Science competitions, Debating, Merits Awards as well as the traditional sporting carnivals.

A 'beach day' is awarded to the Champion House at the end of the year.

## INTERNET POLICY

**Conditions of use:** The Internet is a world-wide entity with a highly diverse user population and students use it at their own risk**. Not all sources on the Internet provide accurate, complete or current information**. Be prepared to question the validity of the information that is found.

**Rights and responsibilities:** The use of the Internet at school is **a privilege, not a right**, and violation of the following rules will result in disciplinary action and immediate cancellation of the student's school access to the Internet.

- Internet use must be **specifically assignment or subject related**.
- **Games, YouTube and non-academic activities, including personal emails, are not permitted.**

**Controversial material**: On a global network it is impossible to effectively control the censorship of controversial data. The Department of Education provides a filtering system for our Internet connection and we block any unsuitable sites that we find entering the school. It is the student's responsibility not to initiate access to material that is pornographic, vulgar, unsavoury, obscene or violent, or contains immoral statements, or terrorist information.

**General Computer Use**

- The computers are provided to assist students in their day to day educational activities. **No other activities are permitted at school**.
- Students must not bring in software to load on the school system or play games on the system.
- Students are permitted to carry work to and from school on USB devices.
- Computers should only be used when students have valid school work to complete and only when **supervised by a teacher**.
- Students must not endeavour to gain access to other accounts and must not attempt to damage, alter or use the system in any way that will inconvenience other users of the system.
- The school performs data backups in case trouble strikes. However, we take no responsibility for student files. **Students should back-up their own important files** by copying files to USB/flash drives or emailing work home.

*Failure to comply with these rules may result in a student losing access to their account for a period of time.*

**Internet Usage:**

- All students are automatically granted access to the internet unless parents ask for the student to be excluded.
- Internet access is filtered by the Department of Education and Training. However, all internet filtering has limited success.
- Students must **only use the internet to complete school projects**. This may involve researching topics, downloading useful information and email.
- **General surfing of the net**, playing games and social networking is **not permitted** on the school system.
- **Bullying (*cyber bullying*) is a serious act and against Departmental policy**.

*Failure to comply with these rules may result in a student losing access to the internet for a period of time.*

**Warning:** Although there is anti-virus software on computers, this will not guarantee complete protection from the chances of getting a virus via the Internet. No responsibility is taken for damage to a student's computer. Students using their own device must ensure they have a working and up to date anti-virus software on their device. Students will need to ask the librarian or the supervising class teacher before saving files to USB drives or before printing.

**Backups:** In some instances the school does backup student's work; however this should never be relied upon. All students are responsible for backing up and securing their own work.

## LATE TO SCHOOL, LATE TO CLASS and LEAVING EARLY

**Students who are late to school must bring with them a note from home providing a reason for their lateness.** Parents will be notified of unexplained lateness through the SENTRAL Parent Portal system (see page 9).

Students must report to Print Room if they arrive after the start of the school day. Lateness is recorded as a partial absence. Persistently (unexplained) late students are placed on the No- Go list.

Students should not be late to class unless they have a note from the teacher of the preceding class. Students who have no reason to be late may be detained, as appropriate, by the class teacher. Only in exceptional circumstances are students allowed out of class and then only with permission and a note issued by the relevant classroom teacher.

Students may only leave school early if they present a note from home and are recorded as early leavers. This note must be signed by the Principal or Deputy Principal. Students are not allowed to leave the school grounds during the school day without permission. (See also NoGo Policy)

Senior students must arrive at school for Period 1 or 10 minutes before their first timetabled class and may leave at the conclusion of their last class for the day, but no earlier than the start of lunch. They must bring a permission note from a parent before they can take advantage of this privilege. Senior students are not permitted to leave the school in a study period that falls during the school day.

**Note: If the privilege of leaving early is abused, it will be withdrawn.**

## LIBRARY

The Library provides an accessible, supportive environment in which students may read, study or explore digital and non-digital resources.

Opening hours are between 8:15am and 3:15pm daily. All students are able to use the Library and resources during these hours. A wide range of fiction, non-fiction books and study guides are available for borrowing, as are the magazines, journals and graphic novels.

The collection is continually being updated to not only meet the needs of the curriculum, but also to encourage wide reading. Students are encouraged to recommend new books for the Library.

Spaces for collaborative and independent study are provided, as well as access to the school Wi-Fi via personal and library devices. All members of the ABHS community are welcome to visit the library or telephone with any enquiries. The full catalogue can be viewed via the ABHS useful links page on the school web page.

Research and printing assistance can be requested whilst desk computers may be used for independent investigation.

## LITERACY AND NUMERACY

Students from Years 7 – 10 are involved in Literacy and Numeracy classes. This program started as an initiative to improve boys' literacy and numeracy skills. Students have booklets to work through that incorporate skills needed to complete a final assessment. The final assessment is marked and reported on in Semester 1 and 2 reports. We encourage all students to give their best by cooperating in this morning program as it is building and consolidating the necessary skills needed in both Literacy and Numeracy.

## LOST PROPERTY

All lost or found property enquiries should be made to the front office, print room and with teachers in the staff room in the area in which the property was lost. All efforts are made to trace the owner but if this is impossible a lost property box is located in the print room. Lost property is held for one term only. If the item is labelled then it will be returned to the student.

## MERIT AWARD SCHEME

The school operates a simple but effective system to recognise student achievement. The Merit Scheme is a way that the teachers can congratulate a student for outstanding school work, attitude or school service by commending the student and acknowledging their effort.

A student can obtain the following awards over the course of the school year: Year Adviser Award, Deputy Principal Award, Principal's Award and Principal's Medallion.

General Merits accumulate and count towards receiving first a Year Adviser Award, then Deputy Principal Award, then Principal's Award and finally a Principal's Medallion. They must firstly obtain all levels of Bronze awards, before progressing on to the Silver and finally Gold awards.

A detailed table listing the awards, what to do to obtain them and who to see to claim the award, is in the Student Organiser.

## MOBILE PHONES and HEADPHONES

The school concedes that students will bring mobile phones, although this exposes the risk of lost/stolen items. We understand that mobile phones are an important security and convenience measure for families and that most students carry mobile phones with them.

Students are not to have mobile phones or headphones on in class, nor are phones to be used to make calls at any time other than recess and lunch.

**Phones and headphones which ring or are used inappropriately will be confiscated and returned at the appropriate time.**

***Note:*** **Students are reminded that they bring mobile phones to school at their own risk.**

## MUFTI DAYS

Mufti days are usually organised by the Prefects or the SRC to raise money for charity. The boys are permitted to wear any reasonable items of clothing on the day and are required to pay a gold coin for the privilege. **Singlets and open-toed shoes (thongs) are not permitted.** Singlets are not permitted for reasons of decency and safety. Also banned are shirts with slogans or messages judged by the school to be offensive. It is important for the boys to take a pair of leather shoes to school on mufti days when they have a Technics or Design and Technology subject; this is a safety requirement. Boys who have PE on a mufti day must still bring their PE Uniform to change into. Boys who choose not to participate must wear full school uniform.

## MUSIC

***MUSIC STUDIO 28***

ABHS is lucky enough to have its own separate music studio where individuals and bands can be tutored, rehearse and record. Limited, supervised access is offered for all elective Music students during class time. Access for individuals and bands during early mornings, recess, lunch breaks and after school can be booked through an online management form accessed through the CAPA teachers.

Students who wish to use Studio 28 must complete an online induction related to appropriate use of the space and complete a contract.

***STAGE BAND, VOCAL AND COMBINED ENSEMBLES***

Students are encouraged to join and actively participate in one of the many extra-curricular Music ensembles offered as part of the ABHS CAPA Faculty. These include a Junior and Senior Stage Band and Rock Band. All ensembles rehearse before school in the ABHS Music Room 32.

In addition to these groups, a Concert Band and Wind Ensemble has also been established in partnership with Asquith Girls High School. Rehearsals for both ensembles are held before school at AGHS.

All ensemble members are expected to attend a three-day Band Camp at the start of the year and regularly represent the school through performances at community fetes, band competitions, music festivals and overnight tours.

Stage, Wind and Concert Band members are expected to work through relevant ensemble repertoire and continue the development of their instrumental skills with qualified tutors, sitting AMEB Music examinations where suitable.

***MUSIC TUTORS***

Tuition on Guitar and Bass is currently offered during school hours in Music Studio 28 with a duration of 30 or 60 minutes. Lesson rates and payments are managed between tutors, parents and students. Students will have an organised time in which to attend weekly lessons with their tutor. Students are responsible for catching up on all missed classwork and homework tasks from their lesson time.

For enquiries regarding tuition on alternative instruments, please contact Mr Newton in the CAPA Faculty.

### *MAD (Music and Drama) NIGHT – the Annual Performance Showcase*

There is a great deal of anticipation and excitement about the MAD Night Spectacular each year for performers and audience members. All elective Music and Drama students are encouraged to perform or participate in supporting roles to stage this event, as a part of their development in these practical subjects. MAD Night provides an opportunity for students to further their teamwork and organisational skills in staging a significant, whole-school, cultural event.

HSC Drama and Music students also use this evening as an opportunity to showcase their performances in the lead up to their final exams.

MAD Night generally occurs in Term 2 of the school calendar and is coordinated by Ms Gowthorp and Mr Newton. All students, family and friends are invited to attend this exciting showcase of Performing Arts at ABHS.

***HSC MUSIC AND DRAMA EVENING***

Every year the HSC Drama and Music teachers coordinate their students to present the Annual HSC Drama and Music Evening, which falls at the start of Term 3. It exhibits and showcases the talents and efforts the HSC students have developed over the year. It coincides with the completion of HSC Drama Projects and Performances, and the Music Performances.

It is a great opportunity for family and friends to see how their sons/wards have developed over the year. They can sit in the comfy theatre space that is the Drama room and watch and listen to the Drama and Music performances before they are finalised.

## HIGH POTENTIAL AND GIFTED STUDENT WORKSHOPS

This is an opportunity for students to reach their potential in CAPA subjects including Drama, Music and Visual Arts. The CAPA department will be opening their studios and workspaces on a nominated afternoon. The workshops will run from the end of the school day until 4.30 and will be supervised by one or more of our talented teachers to give advice and support. This is an excellent opportunity for HSC students to enter competitions, work on Body of Works, music compositions, scripts, acting and ensembles. The workshops are also open for students in Years 7 to 11 students to practice and complete work.

Information regarding the allocated day will be emailed to parents and carers early 2021.

## NOGO POLICY

There are a number of offences for which the full range of social benefits and privileges may be withdrawn from students. This policy is called “NoGo”. Full details of the NoGo policy may be found on pages 29 and 30 of this booklet.

A 'NoGo' list is published for staff information each week and a student copy will be posted in the print room, outside the CAPA staff room and outside the Deputy’s office. Students will be added or removed from the list at any time. Students are removed from the list when they make the decision that they want to participate fully in the life of the school. The policy places responsibility on the student to make amends.

It is important to note that truanting NoGo is being disobedient and may incur a formal caution. NoGo days do not disappear if boys are away.

## PARENTS AND CITIZENS (P&C) ASSOCIATION

The P&C is the main parent body at the school and raises much needed funds to support school programs and improvements to the grounds of the school. The P&C meets at 7.30pm on the fourth Tuesday of each month. At the meetings a series of talks are given by members of the staff to acquaint parents with various aspects of the school, and by representatives of various education related community organisations.

## PERSONAL INTEREST PROJECTS (PIP)

The Personal Interest Project (PIP) Program has been running at Asquith since 2006. The Year 7 PIP is a cross curricular program, which involves the boys in researching, designing, analysing and creating and individual piece of work. The digital, 3D and 2D objects are then displayed in the Library for viewing by parents, teachers and students.

## PLAYGROUND AREAS: OUT OF BOUNDS

The map in this booklet clearly indicates the areas of the school which are out-of-bounds. These include the buildings (see more information under 'wet weather'). The oval is used by students only for active recreation. At times the oval is made out of bounds to allow watering, fertilising or recovery. Students are not allowed to leave the school grounds during the school day.

## PRESENTATION NIGHT

This is held at the end of Term 4. The ceremony is held in the school assembly hall with invited official guests, including representatives from the Government, Hornsby Shire, the Department of Education and Training and local community groups e.g. Lions, Rotary and other interested people who have shown support for our school.

All major academic, special and sporting awards for the year are presented on that night. These awards take the form of books, certificates, vouchers, gift packs and trophies. Presentation night also features student performances. Minor awards are presented at day assemblies throughout the year, prior to the night.

## PROHIBITED ITEMS

Under no circumstances are these items to be brought to school:

- Any type of aerosol cans
- Laser pointers/ devices
- Weapon like devices
- Vapes

## RACISM

There is no place in any civilised community for the offence and hurt created by racism. The school has an Anti-Racism Contact Officer (ARCO) who will investigate any complaint of racism. Students are assured that any complaint is investigated fairly and with a view to resolving any conflict. Students should see the Deputy Principal if they have any concerns, or report any issues that they experience to the school's ARCO officer.

## REPORTS

The school issues three reports on the progress of students each year. The main reports are issued for Semester 1 (Issued last day of Term 2) and Semester 2 (Issued in the last week of Term 4). Interim reports are also issued at the end of Term 1 for all students in Years 7 - 12. This enables parents to be alerted to problems well before a main report is sent home. Each report is self-explanatory and the format of the reports reflects the requirements of the many different subjects taught at Asquith Boys High School.

All reports are emailed to the parents. A printed report can be issued to a student at a cost of $5 per report.

## RESPECT FOR SCHOOL STAFF

Respect for school staff, whether permanent or relief, teaching or non-teaching, is expected. Lack of respect will result in immediate and serious consequences. Staff are there to help students, not to be treated with disrespect.

## ROAD SAFETY

**Environmental Statement**

Asquith Boys High School has approximately 600 students. The school is situated between two major roads, Peats Ferry Road on the western side of the school and Jersey Street on the eastern side.

All students travel along streets with a high volume of traffic, which often travels in excess of the speed limit. The majority of students travel to and from school by train. Others walk or cycle and a few travel by bus.

The students are actively encouraged to enter and leave the school via the entrance on Peats Ferry Rd as it accesses the pedestrian crossing near the school and a pedestrian crossing with lights which is immediately outside Asquith railway station.

**Key road safety issues**

- Students safely using the available pedestrian crossings to and from the train station.
- Students unsafely riding skateboards and scooters before and after school.
- Students' unsafe behaviours when travelling by train.

These issues will endeavour to be addressed by the school's road safety program.

**Student Outcomes**

The school will provide teaching and learning programs which lead to the achievement of student outcomes as specified in the NSW Board of Studies *Personal Development, Health and Physical Education Syllabus 7-10, Stage 6 Personal Development, Health and Physical Education* and the Department's *Crossroads*: A Personal Development course for Stage 6.

Students will develop:

- knowledge and understanding of road use and road environments.
- skills for road use in varying traffic environments.
- Responsible attitudes, values and road use behaviours.

The teaching and learning programs reflect the Department of School Education *Road Safety Education Policy Statement P-12*; 1994.

**Curriculum Action**

Road safety education at Asquith Boys High School is delivered as a part of the school's PDHPE program. The program will include passenger, pedestrian, safety on wheels (including bicycle) and driver education.

- The PDHPE programs will address:
  - risky behaviours / safety on wheels (Year 8)
  - driver education (Year 10)
  - safer celebrations (Years 10 – 12)
  - *Crossroads*: A Personal Development and Health course (Years 11 – 12)

These programs will

- lead to the achievement of student outcomes as specified in the NSW Board of Studies syllabuses
- reflect current road safety information and research
- provide students with learning experiences in the real traffic environment
- inform parents of key road safety issues.

Learning experiences will be supported and enhanced by:

- quality NSW Roads and Traffic Authority (RTA) resources such as *Road Whys*, *Go Back You Are Going The Wrong Way; Handle with Care and The Driving Experience*
- use of relevant websites to gain current information and statistics

**School Management Practices**

- The school will establish management practices, which support road safety education programs. These are documented in the school's supervision plan, sport and excursion policy, and policies developed in 2004 to cover students as drivers and passengers.
- The school will inform parents of key road safety issues through parent meetings, Year 7 orientation day, interviews, permission notes and distribution of information through the school newsletter.
- **Scooters and skateboards must not be brought to school at any time or for any reason.** They can pose a threat to the safety of the rider and are not needed. This policy forms part of the published Code of Conduct of the school.

**Students will demonstrate safe road use by:**

- safely using the pedestrian crossings on the Pacific Highway adjacent to the school and outside Asquith Railway Station
- crossing only on the green walk sign
- modelling safe road use and behaviour for younger students
- using the footpaths when walking to and from the railway station to the school.
- using identified pedestrian / cycling entry / exit path(s)
- wearing bicycle helmets when cycling
- walking bicycles within the school grounds and to the pedestrian crossing
- boarding, travelling and alighting from buses and trains safely
- quickly leaving the train station and not hanging around
- observing safe behaviours when travelling on buses on school activities and to/from school
- wearing seatbelts when travelling as car passengers
- being a responsible passenger in a car
- placing bicycles on the bicycle rack adjacent to the administration building. Bicycles must be left in the racks during the day and this area is out of bounds to all students.
- observing the road rules when parking on Pacific Highway and, in particular, not parking on the bend outside the school
- following the school procedures for passengers and drivers when using a motor vehicle on any school activity
- observing particular safety precautions on excursions, school activities, excursions and around the school
- not riding or bringing scooters, skateboards or rollerblades to school.

**Community members and parents and carers help support student road safety behaviour by:**

- modelling safe road use and behaviour, as a pedestrian, passenger and in particular when driving
- ensuring their children and adolescents are protected whilst travelling through the use of helmets and seatbelts and well maintained bicycles
- making sure that their son does not bring skateboards, scooters or rollerblades to school
- parking their vehicles safely inside and outside the school and observing all parking signs and road rules
- reinforcing the safety messages delivered at school, particularly relating to safe travel to and from school
- identifying safety issues in and around the school and addressing these issues as they arise
- ensuring the vehicles that students drive are roadworthy
- reinforcing the school and community safe driving practices
- encouraging safe behaviours when travelling by train.

## ROLLS and ROLL CALL

Student Rolls are marked each morning at 8.40am in Period 1 classroom. Parents will be notified of student absence as outlined in ATTENDANCE OF STUDENTS (page 9).

Occasionally on Wednesdays students may be required to assemble on the quad for a brief assembly before going to Sport.

Rolls continue to be marked every period throughout the day and discrepancies are checked and parents notified.

## SCHOLARSHIPS

Opportunities are offered to encourage and acknowledge students of excellence in general academic subjects, Creative Arts and Stage Band.

ABHS provides opportunities for students to pursue high quality, extended and supported academic and creative and performing arts programs while studying curriculum developed by the Board of Studies.

Six categories of scholarship are offered:

- Year 7 Instrumental Band (2 years)
- Year 9 Instrumental Band (2 years)
- Year 11 Senior Instrumental Band (2 years)
- Visual and Performing Arts for Year 9 RoSA (2 years)
- Visual and Performing Arts for Year 11 HSC (2 years)
- Year 11 Mervyn Brown Senior Academic (2 years).

Applications for scholarships are opened in Term 1 (for Instrumental Band scholarships) and Term 3 (for Visual and Performing Arts and Senior Academic scholarships) for the following year. Students are required to complete an application form and supporting documentation and pay the application fee. A list of successful applicants are then interviewed and required to present a supporting portfolio or audition to demonstrate their suitability for a scholarship.
Limited numbers of scholarships are available and the process is competitive, yet excellent practice for the real world.

## SCHOOL CONTRIBUTIONS (SCHOOL FEES)

In order to provide the most up-to-date technology and resources possible for our students, the School relies heavily on the contributions paid by parents. The school sets the General School, School Technology and Library Fund contributions each year.

The funds raised by these contributions assist in providing text and library books, technology software and equipment, sporting equipment, printed classroom information, teaching resources and general school requisites that enhance the educational opportunities provided for our students. In addition the contributions for elective subjects cover some of the costs of providing the materials required for these subjects. Please note that the elective subject contributions for Years 9 to 12 must be paid. The Library Fund contribution is tax deductible.

We receive a small amount each year to assist parents who are unable to pay subject contributions. Please contact the Principal if you require any further information.

ABHS accepts the following methods of payment: cash, Eftpos and the Parents Online Payment System (POP). The POP system enables parents to make their payments online 24 hours a day via the school website using their credit card.

## SCHOOL INDUSTRY LINKS

The school has a number of mutually beneficial links with business and employers. The business gains the advantage of excellent public relations with the school community and being able to educate students in their products and choose the best Asquith Boys High School graduates. Our school benefits from this association through excursions, guest speakers and a general broadening of the students' horizons. All links are designed to broaden the existing curricula at our school.

A number of scheduled activities through the year involve links with industry, including work experience, work placement (for some HSC students) and industry visits.

## SCHOOL PHOTOGRAPHS

These are taken by an outside photography company in May/June each year. A full day is required and photos taken include both year photos and individual portraits. Optional photos on the day may include: student leaders, selected representative, cultural and sporting teams and the school band.

## SENIOR STUDY

It is not compulsory for Year 11 and 12 students to continue playing school sport after the completion of the summer season, that is, from about the fifth or sixth week of Term 1. After that time, senior students who wish to continue playing grade sport may try out and play with a grade sport team. Those students who choose not to play sport are required to remain at school and participate in Senior Study. This is a supervised period of study in the Library where students may choose to complete homework, assignments or undertake some study. The initiative is part of our attempt to maximise the time for study and minimise wasted time.
Recreational sports are not available for senior students – the alternative to Senior Study applies to grade sport only. When working in Senior Study, the day ends at 2.20pm.

## SICK STUDENTS

Students who become ill **after they come to school MUST** ask their classroom teacher for a note to go to sick bay. No student will be admitted to the sick bay without a note from the classroom teacher. The school has a member of staff trained in First Aid who will attend to minor illnesses and accidents. Parents are contacted in all cases where it is considered necessary.

**Under no circumstances should sick students be sent to school.** Students who are sick at school **MUST NOT LEAVE** the school without **FIRST ATTENDING SICK BAY** - school staff will decide whether a student should go home. The school will contact parents if the student needs to leave school because of illness.

Please make sure you have updated your contact details so we are able to contact you if your son is ill.

Please note that the school is unable to administer any medications, including paracetamol.

## SKATEBOARDS AND SCOOTERS

**For legal and safety reasons the school cannot allow students to ride or bring skateboards or scooters to school.**

Skateboards and/or scooters brought to school will be confiscated.

## SMOKING

Smoking is not permitted. Any student who smokes on the way to school, at school or on the way home from school is:

1. required to complete an anti-smoking worksheet;
2. banned from school activities.
3. required to complete an after school detention.

## SPORT

Sport is a very important aspect of school life at Asquith Boys High School. We look to our new Year 7 students to involve themselves in teams and to help us to maintain the high standard of sport in the school. Asquith Boys High School is one of the few local schools, and the only local comprehensive high school, that participates fully in weekly sport competitions between schools.

**Wednesday afternoon is sport afternoon at Asquith Boys High School. Attendance is COMPULSORY – not optional.** Students are not to make appointments or accept employment based on the idea that they will be finished sport by **2.20pm**. Dismissal at 2.20pm is a privilege, not a right. Sport, for various reasons, may finish at 3.05pm or later from time to time. Students may be detained until 3.05pm on Wednesday without further parental notice.

**Sports uniform**

Students are required to wear either the full sport uniform or full school uniform (if not participating in sport). The sports uniform consists of

- Bottle green shorts
- ABHS sport polo shirt
- Sport shoes
- ABHS white sport socks with two green bands (short or long)
- Tracksuit pants may be worn and must be green to match the winter green jacket and tracksuit top and free of any colour or advertisement marking.

**Grade sport**

Students are given the opportunity to try out for a grade sport for the winter and summer seasons. Acceptance into a grade team is dependent on students being committed to the sport, paying compulsory sport levies and being good ambassadors for the school whilst out in public. Details of venues, travel arrangements and leaving times are given on the sports noticeboard on a weekly basis and posted on the school's website. Details of the locations of all venues used for grade sport can be found in the front of the student organiser.

**Recreational sport**

Recreational sport is held partially at school (on the basketball courts, volleyball courts, school quad) and at nearby venues. Details will be provided by the sports organiser. There will be a sports assembly at 12.20pm for school-based recreational sport.

**Non sport**

Students who are unable to do sport because of illness or injury and have supporting documentation to that effect (ie a letter or a medical certificate) attend the non-sport room (Room 6). These students will be permitted to leave at 2.20pm. Students who are placed in non sport because of inappropriate behaviour or because they are on NoGo must remain at school until 3.05pm.

**Early leave**

Students **are not to make appointments for Wednesday afternoons during sport.** Sport is an important and compulsory part of the curriculum, as per the Departments, Sport and Physical Activity Policy. If a student has to leave sport early, a note must be presented to the Deputy Principal at the beginning of the day.

**Carnivals**

There are three major carnivals throughout the year – swimming, athletics and cross country. **These carnivals are a compulsory part of school curriculum** and are reported on in Year 7-10 PDHPE. The four sport houses are - Cooba, Kurrajong, Myall and Wandoo and students are organised alphabetically into these houses.

## STUDENT ID CARDS

Each student is issued with a card which contains their photograph, school information and date of birth. These cards are to be used for borrowing books from the library and for any other purpose which requires proof of age. If lost please go to Mrs Laffer for a replacement which costs $5.

## STUDENT LEADERSHIP

The following opportunities for student leadership exist at Asquith Boys High School:

**Student Representative Council (SRC)** - this is a student elected organisation which represents students in areas of school decision-making. Its recommendations are taken to the Principal and where appropriate to the School Council for final decisions. Two students sit on the School Council.

The SRC meets every Monday Lunchtime – I you would like to come or simply turn up at the meeting. Everyone is welcome. The SRC has vital roles in collection for charities and for organising school events.

**Transition Leaders** - Transition leaders are selected from interested students in Year 9 (for the following Year 10). Training for Transition Leaders takes place in Term 4. Transition Leaders attend the Year 7 camp near the start of the year.

**Peer Mediation** - peer mediation students are trained each year to help resolve disputes between students. Students may seek mediation or mediation may be recommended by a teacher.

If you are having problems with another student then ask your teacher or year adviser to arrange this for you.

**Year 11 Prefects** –Students are nominated from Year 10 students in Term 3 and voted on by Years 10, 11 and staff. Their task is particularly to monitor behaviour on transport, set an example and report any incidents. They are issued with a badge and tie and must wear a blazer. All boys are expected to obey a reasonable instruction from a Prefect.

**Year 12 Prefects** –Students carry their nomination from Year 11 into Year 12. Prefects are to set an example in leadership, citizenship and achievement. They are to assist staff in a range of prescribed areas and are supported by a teacher-in- charge. All Prefects wear a blazer and are issued with a tie and badge. All boys are expected to obey a reasonable instruction from a Prefect.

**Captains** - School Captain, Vice-Captain and Senior Prefect are nominated from within the Year 12 Prefect body and voted on by Year 12. They are the main formal representatives of the students of the school.

**Sports Captains** - Sports Captain and Vice-Captain to be nominated from Year 10 Prefects election in Term 3 and voted on by staff. Sports Captain and Vice-Captain are to support the sport teachers in sports organisation and in representing the school in functions within and beyond the school. The Sports Captain and Sports Vice-Captain wear a senior blazer.

**House Captains and Vice Captains** – Students in each house – Cooba, Kurrajong, Myall and Wandoo – elect a House Captain from Year 11 and a House Vice Captain from Year 10. These boys assist their House Patron in organising teams during sports carnivals, promote the inter-house competition on assemblies and set an example in terms of leadership and sportsmanship.

**Prefects: Rules for Nominations**

**All students wishing to stand for election as a Prefect must be able to show that they have provided service and leadership in the school and/or local community.** Preference in accepting nominations will be given to those who are best able to show active involvement in such activities as:

- a member of the student leadership forum
- fundraising for charity and/or the school
- helping other students through such activities as peer support
- out-of-hours school functions such as Open Nights and exhibitions
- representing the school in a way which shows service and commitment

The highest priority will be given to those who have served in an active way on the Student Representative Council.

**Prefects: Carrying out Duties**

One role of Prefects is to monitor behaviour and safety issues on the way to and from school. They are to intervene wherever possible in such situations and must let the Principal know of any problems on trains or buses. **If they do not do this they may lose their badge of office.** Other students should understand this and be prepared to support the Prefects.

## STUDENT ORGANISER

Each junior student is issued with a homework and study planner, which is to be used for the recording of homework as well as dates for tests, examinations and other school activities. The organiser also contains other useful information. Students must have their organiser with them on every school day and at every lesson. The standard and use of organisers is checked across the junior school at least once each term. (also see HOMEWORK) If a student loses his organiser he can purchase a new one from the cashier at a cost of $10.

## STUDENT PROGRESS INTERVIEWS

These are held twice each year, late in Term 1 and early in Term 3. These evenings enable parents and teachers to discuss the progress of students. **Students are encouraged to attend these interviews.** The interviews are held in the hall from late afternoon to 7pm. The format consists of 5-minute interviews, with the appointments arranged by an online booking system. Parents are, of course, invited to contact the appropriate Year Adviser at any time for an update on their son's progress.

## STUDENT WELFARE OFFICER

The role of the Student Welfare Officer at Asquith Boys High School is to support students with welfare needs in order for them to successfully connect to school life.

This is achieved by:

- Attending weekly meetings with the Deputy Principal to identify and report on students
- Attending weekly Welfare Team meetings
- Attending meetings with parents and interested parties where necessary
- Notify appropriate staff through Sentral of student plans and programs
- Coordinate the Links to Learning program
- Coordinate the Youth Connections (Mission Australia) program
- Support individual students

## STUDY SKILLS PROGRAMS

There are a number of these programs operating in the school, starting from the Year 7 Camp through to the final months of Year 12. Students in Years 11 and 12 participate in an ongoing "Mentoring" program in Maths and English lessons during Term 1 and 2, focusing on time management, organisational skills, exam strategies, study plans and motivation.

## SUPERVISION OF STUDENTS

1. Travelling to and from school. Parents, caregivers, students, transport providers, police and members of the public have a role to play in ensuring the protection and welfare of students travelling to and from the school. The school has an educative role to promote the welfare and safety of students travelling to and from school. In addition the school will investigate any concerns received about students travelling to and from school and advise the appropriate parents / caregivers / authorities to take action.
2. Supervision at school. The school has a duty of care to take reasonable measures to protect students against risks of injury which reasonably could have been foreseen:

   **a) before and after school**
   There are very few students at school before the morning assembly (8.40 am) and after the last scheduled lesson for the day (3.05 pm). The school records indicate negligible risk of injury to students during these times. Accordingly, while many teachers are present and available to students for an hour before or after school the school does not operate rostered supervision of the grounds at these times. Exceptions apply in the case of scheduled school activities.

   **b) during the school day**
   Teachers are rostered on duty during recess and lunch on a ratio of 1 teacher for each 100 students in five designated areas of supervision. At these times teachers carry out assigned supervisory duties in such a way that students are, as far as can reasonably be expected, protected from harm.

   **c) during school activities outside the school grounds**
   Parents are informed about special arrangements which apply in relation to school activities such as excursions and sporting activities outside the school grounds.

## SCHOOL LEARNING SUPPORT OFFICERS

School Learning Support Officers (Teachers' Aides) work with students who are identified as needing help with their learning. They work in the classrooms in a support capacity or with individuals or small groups.

Learning Support often implements small group programs such as Quick Smart Numeracy, Quick Smart Literacy, Barista Boys Café or Peer Tutoring. The SLSO's will participate and often help to run these programs.

During tests and exams SLSO's will help students who are given provisions for their exams. These are done according to NESA guidelines. The SLSO's will happily welcome any student at lunch time who may need a bit of help with their class work.

## SUSPENSIONS

While the school is able to resolve most discipline issues, there are some occasions for which a suspension is the appropriate action. Suspensions are issued in the most serious cases or in instances where other action taken has not resolved the problem. There are two types of suspensions: short (up to 4 School days) and long (up to 20 School days). Persistent offenders may be expelled from the school. A full copy of the suspension policy is available on request from the school.

## SWIMMING CARNIVAL

**All students are required to attend the swimming carnival. This is an outcome on the PDHPE report.**

The majority of events are 50 metres and those who cannot swim 50 metres can participate in other ways. A large number of students are involved in these events. For the most advanced swimmers we also run more difficult and time consuming longer events. Our very best swimmers are recognised with place ribbons and age champion banners. Representation at zone, regional and state levels is available.

## TEXTBOOKS

Textbooks are issued by subject faculties according to the requirements of particular subjects and courses. Some subjects (such as Mathematics) have a set course which is supported by one textbook. In these cases the book is issued to students for the full year. Other subjects are based around a variety of topics, which require a range of textbooks. In these cases, they are used in the classroom and collected at the end of each period. Senior courses usually have designated texts that are issued for the full year.

Textbooks, which are issued, must be returned to the school before a student is permitted to sign out. Textbooks must be covered in plastic. Reasonable wear is acceptable but damaged or defaced books must be paid for. A day is allocated at the end of the year for collection of textbooks.

## TIMETABLE

Students are issued with their timetables on the first day of each semester and are issued revisions as these become necessary. The school operates a two week cyclic timetable. The timetable will show lessons in 'Week A' and 'Week B' of the cycle. The calendar issued at the start of each year will show which weeks are 'A' and 'B' weeks. Students must look after their timetable; if it is lost, further copies must be paid for.

## TRANSPORT TO SCHOOL

Students living more than 2.9 kilometres from school are generally eligible for train or bus passes. All

It is the responsibility of students travelling by public transport to be courteous and well behaved. The school is often judged by the travelling public on what is seen of students on trains and buses. **Instances of poor behaviour are usually reported to the school and in all cases are quickly investigated.**

## UNIFORM

Every boy enrolled at Asquith Boys High School must wear correct school uniform. Our school uniform requirements were established in 1989 and subsequently revised. The P&C endorses the school's uniform policy.

***There are consequences if boys do not follow the school uniform policy (refer to the school's Code of Conduct).***

***Normal school uniform days*** *are Monday, Tuesday, Thursday and Friday.*

**Juniors (summer)** Dark grey belt loop trousers/shorts (no elastic waist cargo pants or cargo shorts are permitted), lace up (black laces only) black leather polishable shoes (not suede, cut below ankle) with a black sole, green shirt with crest. Shirts may be worn outside the pants. Ties are only required in Terms 2 and 3. Grey long socks with school colours **must be worn pulled up to the knee.** If a belt is worn it must be black. If a hat is worn it must be the school hat.

**Juniors (winter)** Dark grey belt loop trousers/shorts (no elastic waist cargo pants or cargo shorts are permitted), lace up (black laces only) black leather polishable shoes (not suede, cut below ankle) with a black sole, green shirt with crest. Ties must be worn, with the top button of collar done up and the shirt must be tucked in. Grey socks with school colours, **must be worn pulled up to the knee.** If a belt is worn it must be black. A green school winter jacket with crest or polar fleece with crest may be worn. If a hat is worn it must be the school hat.

**Seniors (summer)** Dark grey belt loop trousers/shorts (no elastic waist cargo pants or cargo shorts are permitted), lace up (black laces only) black leather polishable shoes (not suede, cut below ankle) with a black sole, white shirt with crest. Shirts may be worn outside the pants. Grey socks with school colours, **must be worn pulled up to the knee.** If a belt is worn it must be black.

**Senior (winter)** Maroon blazer, dark grey belt loop trousers/shorts (no elastic waist cargo pants or cargo shorts are permitted), lace up (black laces only) black leather polishable shoes (not suede, cut below ankle) with a black sole, white shirt with crest. Ties must be worn with the top button of collar done up and the shirt must be tucked in. A maroon pullover with crest may be worn. Grey socks with school colours, must be worn **pulled up to the knee**. If a belt is worn it must be black.

**Prefects** (summer/winter) Uniform must be worn as above, with a tie and shirts tucked in. The green blazer is compulsory for formal occasions and must be worn to and from school all year round. Ties must also be worn with the top button of collar done up.

**Wednesday sports uniform**

Students are required to wear either full sports uniform (or full school uniform if not participating in sport). The sports uniform consists of bottle green shorts, ABHS sports polo top, sports shoes, ABHS white sports socks with two green bands. Green winter jacket with hood and school crest (optional). Tracksuit pants may be worn at cooler times of the year. Tracksuit pants must be green to match the winter green jacket and tracksuit top and free of any colour or advertisement marking.

**Please note**

- Boys may wear a white "T" shirt under their shirt on normal school days as long as it has **no logos and the sleeves are not visible** below the school shirtsleeves or jumper.
- Rugby or any other form of football tops are not to be worn on sports days. Team jerseys are not to be worn in place of the sports uniform. They are only to be worn when playing sport.
- Any boy who has a variation to uniform on any school day must have a note from a parent/caregiver noting reasons.

- **All items of school uniform are available from Lowes Westfield Shopping Centre, Hornsby. Second-hand uniform items are available from the school print room at reasonable prices.**

**Mufti days**

These days are usually organised by the SRC or Prefects to raise money for charity. If boys choose to participate they must wear clothes that are acceptable to the school (ie. no offensive logos). ***Singlets are not to be worn***. Boys who choose not to participate must wear normal school uniform. Leather shoes must be brought for TAS subjects and sports uniform for PE lessons.

## VALUABLE ITEMS

**Students should not bring valuable personal items to school. Mobile phones, computers and portable music devices are brought at the student's own risk;** there is no obligation on the school to investigate the loss or theft of such items. **The school is not obliged to attempt recovery of any valuable item which is brought to school and not secured.** The school is not liable for the replacement of any such item which may become lost or is stolen.

All electronic devices must be turned off during class time and school activities.

Money for excursions should be paid as early as possible in the morning before or straight after Roll Call and at Recess.

## VEHICLES, STUDENT

Students may drive vehicles to and from school, or travel in vehicles, only if the school receives written permission from parents. The following conditions apply:

a) the driver must have an appropriate licence
b) the vehicle must be covered by appropriate insurance
c) the vehicle must be registered and roadworthy
d) seat belts must be worn by each passenger
e) the students, driver and passengers must have the permission of the parents or guardians
f) the responsibility for complying with these conditions is that of the parents of the students involved.

**Vehicles are not to be driven to excursion venues without the explicit permission of the Principal. Vehicles are also not to be driven to sporting venues at all.** Permission must be sought at least four school days before the event to which the student wishes to drive. No student of any age is able to leave the school grounds during the school day without the Principal's permission. The school reserves the right to withdraw a student's privilege to use a vehicle.

Student vehicles are not permitted to use the staff/visitor parking areas on school premises.

## VISUAL ARTS EXHIBITION – OUR ANNUAL ARTSHOW EVENT

Every year the Visual Arts teachers and students stage the Annual Visual Arts Exhibition in the School Hall in Term 3, which coincides with the completion of the HSC Bodies of Work. All years from Year 7 to 12 are showcased.

This event exhibits artwork from Visual Arts students from the previous year. As a result, works are showcased from the previous Term 3 and 4 as well as Terms 1 and 2.

Students who have achieved excellent results in Visual Arts, Ceramics, Photography and Digital Media, Drama and Music are nominated by their teachers to receive special awards on the night. Award winners and their family and friends as well as the school, local community, media, dignitaries and past students are all invited to attend a gala opening night on the Thursday night.

The Exhibition Opening Night is a standout on the school calendar, drawing a huge crowd to support excellent achievement, view beautiful works and see and hear fantastic performances from elective Music and Drama students.

## WALKATHON

An annual Spring Walkathon is held on the first Friday in September. All students and staff are involved in the Walkathon, which commences at the school and follows a set and fully supervised route to Apple Tree Bay.

The boys obtain sponsorship for the walk. There are incentive prizes for students who raise large amounts of money. The Walkathon is the most significant fund-raising event of the school year. Some of the money raised is donated to a charity chosen by the SRC, and the remainder used for school resources as decided by the SRC in consultation with the Principal. The event involves the whole school community in its planning and implementation and is always an outstanding day.

## WEBSITE

The school's website is:
***www.asquithboy-h.schools.nsw.gov.au.***
There is a considerable amount of information about the school on the website. Most of the information remains on the website for an extensive period of time, as the information does not regularly change. However, there is also a place for important messages concerning school events that warrants consultation from time to time.

## WELFARE TEAM

The Welfare Team, is made up of the Principal, Deputy Principals, Year Advisers, Learning and Support Teacher (LaST), Counsellor, EAL/D teacher and other staff who may be needed from time to time to provide specialist advice. The Welfare Team meets fortnightly to review student progress and, when necessary, will request that parents meet with the team.

Both the Learning and Support and the ESL teachers work with class teachers to develop and modify programs to meet the needs of particular students.

## WELLBEING

The elements of our student wellbeing policy are described in various parts of this booklet: see ATTENDANCE, EAL/D, GETTING HELP, CODE OF CONDUCT, CERTIFICATES, COUNSELLOR, SUPPORT TEAM, STUDENT WELFARE OFFICER and SICK STUDENTS.

There is a comprehensive wellbeing program in the school that is overseen by the Welfare Team. The team consists of the Deputy Principal, Year Advisers, Counsellor and Support Teacher Learning. Please address all issues to the Year Adviser in the first instance.

## WORKSHOP RULES – Mandatory Technology and all Industrial Technology subjects

The following rules are important to ensure your safety and that of other students in the class:

1. Be mindful of the fact that machinery and equipment can be dangerous, so be safety conscious at all times by following all WHS rules.
2. Use appropriate protective equipment such as eye, ear and breathing protection.
3. Wear proper footwear – solid soles and firm leather uppers (no sports shoes, no suede shoes, no joggers etc). Please check the labels on the school shoes to ensure it says leather upper. Vinyl is NOT heat resistant.
4. Never run or play practical jokes in a Technology room.
5. Return tools and equipment to the tool boards and racks when you have finished with them.
6. When working in the D&T kitchen, remember that hygiene and cleanliness are most important. Wash hands before entering the room.
7. Always consider others and their projects.

## YEAR ADVISERS

Student Year Advisers are full-time teachers who have the task of looking after a particular year group. The names of the Year Advisers for 2021 are listed on page 3 of this book. They meet with their year group at least once each week, at an assembly, and attend to matters affecting their group of students. These might include excursions for the group, special events, issuing student reports, RoSA and HSC matters etc.

**Parents should contact the Student Adviser if they want general information about a student's progress**. Parents of new students are especially encouraged to ask for an update on progress in the early months of enrolment.

# ATTENDANCE AND RELATED REQUIREMENTS FOR

## YEAR 11 COURSE STUDENTS - UNTIL BEGINNING OF TERM 4 YEAR 12 HSC COURSE STUDENTS - FROM BEGINNING OF TERM 4

| | YEAR 11 | YEAR 12 |
|---|---|---|
| **START OF DAY** | Begin at 8.40 am on all days | Begin at 8.40 am or sign in 10 minutes their first timetabled lesson. |
| **ROLL MARKING** | At daily roll call in Period 1 and at each class | At daily roll call in Period 1 and at each class |
| **END OF DAY** | After the final timetabled class for the day but no earlier than the start of lunch. | After the final timetabled class for the day but no earlier than the start of lunch. |
| **NON-TEACHING PERIODS** | Senior students have to sign into the Library for their Study periods. **Must not leave school grounds at any time without the permission of the Principal.** | |
| **RECESS/LUNCH** | **Must not leave school grounds without the permission of the Principal.** | |
| **QUAD ASSEMBLIES** | **Must attend all assemblies** | **Must attend all assemblies** |
| **SPORT** | Compulsory | Compulsory until end of summer competition – then they may choose grade sport or study hall. |
| **CANTEEN ACCESS** | Access to canteen during recess and lunch only. | |
| **ATTENDANCE REQUIREMENTS** | Must attend school/classes. Students with poor attendance/unsatisfactory performance will be deemed to be unsatisfactory for Year 11 courses or for the HSC, and may be suspended or expelled. | |
| **EXPLAINING ABSENCES** | If you receive an SMS it will be important for you to respond, otherwise the system will continue to call you. A number will be provided for your reply. If you respond correctly to this automated system you will not be required to write a note. (If you ONLY phone the school directly a note IS REQUIRED when the student returns to school explaining his absence.) | |
| **COURSE REQUIREMENTS** | Students studying a Year 11 course must satisfy all requirements before being:<br>1. eligible for a Record of Achievement<br>2. allowed to do the HSC in the same subject | Students studying an HSC Course must satisfy all requirements prior to the award of a Record of Achievement or an HSC |
| **VEHICLES** | Students need written permission from a parent/guardian if they wish to drive a vehicle to and from school. Students wishing to travel as a passenger with a student driver must also complete and hand in a permission form. Conditions apply - see Deputy Principal. | |
| **UNIFORM** | Approved school uniform must be worn | |

# Contribution Schedule 2021
# Year 7 and Year 8

| YEAR 7 $ 505 + 120 ($625) + Camp $ 345 = | ($970) |
|---|---|
| General Contribution | 110 |
| Library Fund **(Tax deductable)** | 35 |
| Library Resources | 30 |
| Student Printing Levy | 10 |
| Technology Resources | 45 |
| P&C School Resources Fund | 55 |
| P&C Garden Levy | 45 |
| Mandatory Technology | 65 |
| Music | 30 |
| Science | 30 |
| Creative Arts | 50 |
| Bookpack | 120 |
| Y7 Camp | 345 |

| YEAR 8 ($ 490) | |
|---|---|
| General Contribution | 110 |
| Library Fund **(Tax deductable)** | 35 |
| Library Resources | 30 |
| Student printing Levy | 10 |
| Technology Resources | 45 |
| P&C School Resources Fund | 55 |
| P& C Garden Levy | 45 |
| Mandatory Technology | 65 |
| Y8 Elective ( i.e. music, photography, horticulture, language, drama) | 20 |
| Science | 25 |
| Creative Arts | 50 |

# Contribution Schedule 2021
# Years 9 - 12

| YEAR 9 & YEAR 10 | |
|---|---|
| General Contribution | 110 |
| Student Printing Levy | 10 |
| Library Fund **(Tax deductable)** | 35 |
| Library Resources | 30 |
| Technology Resources | 45 |
| P&C School Resources Fund | 55 |
| P&C Garden Levy | 45 |
| Science | 25 |
| PDHPE Workbook - Yr 9<br>PDHPE Workbook - Yr 10 | 35<br>20 |
| Building & Construction 1 & 2 | 150 |
| Commerce **Y10 ONLY** | 30 |
| Information & Software Technology | 20 |
| Drama | 60 |
| Language – French & German | 30 |
| Engineering 1 Y9/10<br>Engineering 2 **Y10 only** | 130<br>140 |
| Food Technology | 150 |
| Manufacturing Pathways-Timber<br>(+ White card course $99) **Y10 only** | 150 |
| Art Metal 1<br>General Metal 1 Y9/10<br>Metal Fabrication 2 **Y10 Only** | 160<br>140<br>140 |
| Industrial Tech Timber 1 Y9/10 | 150 |
| Physical Activity & Sports Studies (PASS)<br>- subject fee includes workbook | 20 |
| Music | 60 |
| Photography & Digital Media | 100 |
| Visual Arts / Ceramics | 100 |
| Textiles Technology | 70 |

| YEAR 11 & YEAR 12 | |
|---|---|
| General Contribution | 120 |
| Student printing Levy | 10 |
| Library Fund **(Tax deductable)** | 35 |
| Library Resources | 30 |
| Technology Resources | 45 |
| P&C School Resources Fund | 55 |
| P&C Garden Levy | 45 |
| Biology | 25 |
| Chemistry | 25 |
| VET-Construction Y11 $105 Y12 TBA (2021) | 105 |
| Drama | 60 |
| Design & Technology | 80 |
| Engineering Studies | 35 |
| Music 1 & Music 2<br>Music Extension - Y12 Only | 60<br>50 |
| Food Technology | 130 |
| HSIE Workbook | 20 |
| VET-Hospitality – Y11 ($160 + $180 tool kit/uniform)<br><br>VET-Hospitality – Y12 (TBA 2021) | 340<br><br>160 |
| IT – Timber Products & Furniture Technologies<br>IT – Metal & Engineering | 85 |
| Language – Japanese Beginners / German Beginners<br>Language - Chinese & Literature | 35<br>25 |
| PDHPE | 25 |
| Physics | 25 |
| Investigating Science | 25 |
| Software Design & Development | 20 |
| Visual Arts | 100 |

# NoGo Policy and Procedures

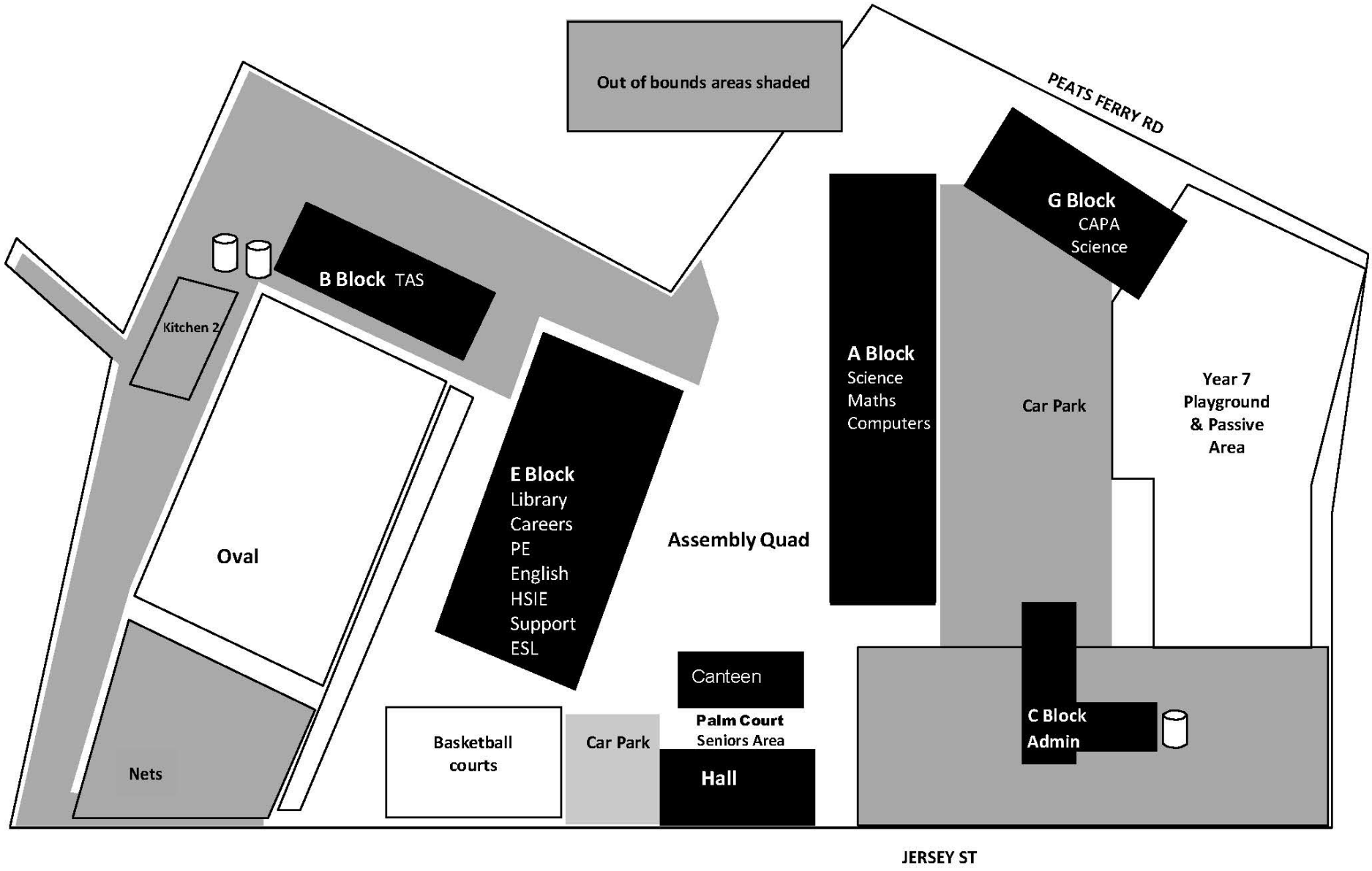
Students who repeatedly show an inability to do the right thing at school are not permitted to participate in sporting or excursion activities. Lateness to school, truancy, uniform default, smoking and bringing the name of the school into disrepute are all offences that may lead to placement on NoGo. When placed on NoGo, all the student's privileges are withdrawn.

| Student's Responsibility | Monitoring System and Consequences | Getting Off No Go |
|---|---|---|
| **a. Whole or partial day absences (truancy and fractional truancy)**<br><br>Attend all timetabled lessons every day, unless you provide a written note signed and dated by parent/caregiver or another teacher. | • Suspected truants are reported by teachers and recorded on First Class by the Head Teacher Administration<br>• Students will escalate up the following level system if they truant with a 10 week period of the previous offence.<br><br>***Full day & Fractional truancy*:**<br>➢ 1st breach: Parent(s) will be notified by the Head Teacher Admin; Placement on After-School Detention<br>➢ 2nd breach: Parent(s) will be notified by the Head Teacher Administration, placement on a five day monitoring card and After-School Detention.<br>➢ 3rd breach: Parent(s) will be notified by the Head Teacher Administration, placement on a ten day monitoring card and NoGo.<br>➢ 4th breach: Issue of formal caution by the Head Teacher Administration; another ten day monitoring card; and After School-Detention<br>➢ 5th breach: Two day in-school suspension; Deputy to arrange a parental meeting; placement on NoGo<br>➢ 6th breach: Possible out of school suspension; Deputy to arrange a parental meeting; placement on NoGo; Possible HSLO referral<br>The minimum period on NoGo will be two weeks.<br>**Note: failure to provide a note explaining a part or full-day absence will result in the assumption of truancy.** | • A student must serve the minimum time on No- Go and attend all timetabled lessons each day while on NoGo.<br>• If a student truants while on NoGo, the NoGo period may be extended by a week each time.<br>• Students must return the tear-off slip on the NoGo letter with the signature of a parent/caregiver |
| **b. Late to school**<br>Attend school on time every day. If late, bring a note signed by parent/caregiver explaining the lateness. The reason for your lateness must be acceptable to the school. | • Attendance is monitored through the school rolls.<br>• A list of students who are late to school will be printed every two weeks.<br>• Students whose names appear on the list three times will be placed on NoGo.<br>• The minimum period on NoGo will be two weeks. | • A student must serve the minimum time on NoGo and demonstrate a pattern of improvement.<br>• Students will continue on NoGo until a written explanation is provided by a parent/caregiver.<br>• Students must return the tear-off slip on the NoGo letter with the signature of a parent/caregiver |
| **c. Uniform**<br>Wear the full school uniform to and from school and throughout each lesson, unless you have a note signed and dated by parent/caregiver to explain. | • Students out of uniform without a note from parent/caregiver are to report to the print room before school to have their name recorded.<br>• A list of names is produced every two weeks.<br>• Students who appear on the list three or more times will be placed on NoGo.<br>• The minimum period on NoGo will be two weeks. | • Student must serve the minimum time and be in full uniform while on NoGo.<br>• If out of uniform while on NoGo, the NoGo period may be extended by one week each time<br>• Students must return the tear-off slip on the NoGo letter with the signature of a parent/caregiver. |

| Student's Responsibility | Monitoring System and Consequences | Getting Off No Go |
|---|---|---|
| **d. Smoking**<br><br>Do not smoke in school grounds or while wearing school uniform. | • These students are reported to the Deputy Principal who will inform the Head Teacher Administration for the need to place the offenders on the NoGo list immediately.<br>• The minimum period on NoGo will be two weeks.<br><br>• For the first breach, the student will be required to complete a whole workbook, with a signature of the parent/caregiver. A Formal Caution will also be issued by the Deputy and he will be placed on NoGo.<br>• If there is a second breach, the boy will be suspended and the deputy will arrange a parental meeting. | • Students must serve the minimum time on No- Go.<br>• Further incidents of smoking while on NoGo will result in a suspension.<br>• Students must return the tear-off slip on the NoGo letter with the signature of a parent/caregiver. |
| **e. Bringing the name of the school into disrepute**<br>Anything that you do outside the school that may cause a member of the public who witnesses the event to think poorly of the school will fall into this category. Fighting, misbehaviour on public transport, damaging property, being discourteous to a member of the public, swearing in the hearing of a member of the public, crossing the road against the lights, loitering at the railway station or the shops, failure to obey a request to move on and not wearing full school uniform in public are examples of these events. | • If you bring the name of the school into disrepute, a record will be made of the event.<br>• On the second occasion, you will be placed on NoGo for a minimum of two weeks.<br>• You should be aware that the School Captain, Vice Captain, Senior Prefect and all prefects can refer incidents of Prefect Coordinator, Principal or Deputy. | • Student must serve the minimum time on NoGo.<br>• Further misbehaviour that brings the name of the school into disrepute while on NoGo may result in the issue of a Formal Caution or a suspension. |

Whilst a student is on the NoGo list, he will not be allowed to

- Participate in grade or recreational sport – he is to remain at school in Room 6 until 3.05pm
- Go on any school excursions or camps
- Represent the school in any activity
- Leave the school grounds on any scheduled school activity
- Participate in, or continue in, any school leadership activity
- Leave school on any school day until 3.05pm (seniors) (The student is to report to the Deputy Principal).
- Go home between scheduled examinations (seniors). (The student is to report to the Deputy Principal).
- Attend School Discos.

Parents are notified of placement on NoGo by letter. The letter is sent home via the student; a tear-off slip must be returned on the next school day to the Head Teacher Administration. Placement on NoGo is usually for two weeks; this period may be extended further if a further offence is committed while the student in on NoGo.

# Map of Asquith Boys High School